Add a Tagline Image to Your Email Signature in Microsoft Outlook

1. Download the image you want to use and save it to your computer.

2. Create a new email message.

3. On the top toolbar under the **Message** tab, there is a **Signature** icon in the **Include** section.

4. Click **Signature**, and then select **Signatures** on the drop-down menu with the left mouse button.

5. A window will open, where you can customize your signature or create a new signature.

6. Under **Select Signature to Edit**, either keep the current signature, if you want to modify it with the new image, or select **New** if you want to create a new signature. If you select new, you will need to enter a name for this signature.

7. Under the **Choose Default Signature** area, make sure the email account corresponds with the email account you want to use.

8. Under the **Edit Signature** area, you can now draft your signature exactly as you want it to look.

9. To insert the image use the **Insert Picture** button in the **Edit Signature** screen. The **Insert Picture** icon is the next to last on the right, and looks like a little screen inside a larger screen. Click this button, and the **Insert Picture** tool will let you browse your hard drive for the location where you stored the image.

10. Select the image you want to insert and click the **Insert** button at the bottom of the tool.

11. Click **OK** and the image will be added to your signature.